



February 2016

Dear Parents and Carers,

LEAVE DURING TERM TIME

I am writing to update you of St Mary's Bryanston Square C.E. Primary School's requirements for absence during term time.

Current government guidelines will not allow us to authorise any leave during term time. Term time leave will only be authorised in the most exceptional circumstances.

When considering absence from school during term time, please remember the following:

- **St Mary's Bryanston Square School is committed to providing your child with the best possible education**
- **A two week absence during term time will mean that your child misses out on 10 English and 10 Mathematics lessons**
- **Research shows that children do not catch up from work missed and this could have serious consequences for their academic progress.**
- **Term-time absence also affects other pupils in the class, as the teacher will be required to recap on learning for children who have been absent.**
- **There are 190 school days in a year. This leaves 175 non-school days in each year for holidays, cultural experiences and family time.**

If after these considerations above you feel it is unavoidable to take your child on a leave of absence in term time, you must make an application to the Head teacher at least two weeks in advance of when you intend to travel. We also advise that you talk about your child's planned absence to our Learning Mentor, Ms Leith, before making an application. Each request will be considered on its individual merits and the school will decide whether or not to grant permission and respond to each request in writing. The application form is available from the school office, is on our website for you to download and is attached to this letter.

Any absence which has not been authorised by the school may lead to a Penalty Notice of £60.00 rising to £120.00 per child or prosecution in the Magistrate's Court. We also have a legal duty to monitor attendance through the daily attendance register and to pass information to local authorities if the attendance of individual pupils gives cause for concern.

Section 7 of the Education Act 1996 states that each parent is responsible for ensuring that their child(ren) of statutory school age receive a fulltime education and attend school regularly.

Please continue to provide us with up-to-date information. If your child is missing from school and we do not know where they are (for example, you have not contacted us about the absences, we have



tried and failed to get hold of you, or you have not filled in the necessary forms), we may have to report them as a missing child to our Education Welfare Officer.

Our aim is to ensure our pupils receive the most from their education. We thank you for your support in ensuring that your child is not absent from school during term time.

Yours sincerely,

Emily Norman

Miss Emily Norman
Head teacher

M. Evans

Mr Matthew Evans
Education Welfare Officer, Westminster City Council

